

City of Bridgeport

How to File a Title VI Complaint

Any individual or group of individuals who believes he/she or they have been subjected to discrimination prohibited by Title VI nondiscrimination procedures may file a written complaint with The City of Bridgeport's Title VI Coordinator. A formal complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant. The complaint must meet the following requirements:

1. Complaint shall be in writing and signed by the complainant(s).
2. Include the date of the alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination; or the date on which that conduct was discontinued or the latest instance of the conduct).
3. Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the complained-of incident.
4. Allegations received by fax or e-mail will be acknowledged and processed, once the identity(ies) of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or e-mail transmittal for the City of Bridgeport to be able to process it.
5. Complaints received by telephone will be entered into a log listing time, date, and complainant. Complainants will be informed to file a complaint in writing and will be directed to the website or other templates suggesting complaint form.

In order to be accepted, a complaint must meet the following criteria:

- a. The complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant.
- b. The allegation(s) must involve a covered basis such as race, color, natural origin, gender, disability, or retaliation.
- c. The allegation(s) must involve a program or activity of a Federal-aid recipient, sub-recipient, or contractor, or, in the case of ADA allegations, an entity open to the public.
- d. The complainant(s) must accept reasonable resolution based on the City of Bridgeport's administrative authority (reasonableness to be determined by the City of Bridgeport's Title VI Coordinator).